



## City of Austin - JOB DESCRIPTION



### Accounting Manager - Corporate

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	12150	<b>Salary Grade:</b>	AE3
<b>Approved:</b>	May 10, 1999	<b>Last Revised:</b>	January 30, 2008

#### Purpose:

Management of a section of professional accountants providing high-level accounting services within the corporate accounting function

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Oversees the preparation of periodic internal and external financial statements, supporting schedules, and related notes and periodic reports to regulators to ensure accuracy and compliance with generally accepted accounting principles and regulatory requirements.
2. Reviews periodic reports for Budget Office.
3. Provides expert assistance to departments and other customers in designing automated or manual systems, implementing internal controls and accounting/reporting procedures, designing/preparing special reports, and interpreting financial data.
4. Ensures that transactions are processed in accordance with City policy, applicable laws and regulations, and sound business practices.
5. Explains City policy and procedure to auditors and regulators and resolve audit differences.
6. Formulates Citywide and departmental policies and operating procedures.
7. Plans methodology, scope of various projects and program activities.
8. Conducts statistical analysis and write technical reports summarizing project findings.
9. Evaluates program effectiveness and efficiency to meet the organization's business goals.
10. Researches special topics, including new accounting requirements, and prepare reports or presentations. Implements recommendations.
11. Develops work plans to achieve section goals

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of financial reporting in conformity with generally accepted accounting principles.
- Knowledge of accounting practices and concepts.
- Knowledge of preferred business practices.
- Knowledge of manual and automated financial systems.
- Knowledge of internal control systems.
- Knowledge of supervisory and management theory.
- CPA preferred.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to accounting, which included twenty-four (24) semester hours in Accounting, plus five (5) years of accounting experience one (1) year of which included a lead capacity Four (4) years toward a five (5) year Accounting degree, plus five (5) years of accounting experience one (1) year of which included a lead capacity.
- A Master's degree in Accounting or Business Administration, or a five (5) year Accounting degree, or a CPA designation may substitute for one (1) year of accounting experience requirement.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.